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**CONFIDENTIAL**

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19 APR 1956

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MEMORANDUM FOR:

Office of the Deputy Director of Central Intelligence

THROUGH:

Deputy Director (Support) H.G.L.(2)

SUBJECT:

Inquiries concerning Applicants or Present or Former Employees

1. General Cabell recently expressed an interest in our procedures for verifying the current or previous association with the Agency of individuals concerning whom this office receives inquiries. This memorandum is for your information in briefing him in that regard.

2. The Office of Personnel maintains records including all present and former Staff Employees and Detailed Military Personnel (except those who may be assigned to projects which require concealing their identities). We also maintain records of known covert personnel such as Consultants and Contract Employees.

3. Our records are not complete with respect to OSS employees, Staff Agents, Contract Agents, Career Agents and certain other categories of covert personnel. Where the Office of Personnel performs a service with regard to this category of personnel, we may have adequate records for the purpose of rendering service to operators; however, such records are in pseudonym and do not serve the purpose of identification in true name. With respect to OSS personnel, we are now in process of having transferred to us all records on people who are now on CIA rolls. In time, we hope to have custody of the files for all former OSS personnel except those who were under deep cover.

4. The Office of Personnel has current records which will satisfy an estimated 95 per cent of all inquiries regarding present or former associations with individuals. The remaining 5 per cent are now or have been in a covert status and their records should be restricted on a "need to know" basis. We have established a procedure with the Office of Security which we believe will satisfy requirements of official inquiries regarding association with individuals and which will limit knowledge of covert associations on a "need to know" basis. This procedure is described below.

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5. Inquiries regarding past or present associations are received by the Office of Personnel. A search of our records which produces positive information will normally provide the necessary answer and the inquiry is satisfied. A search of our records with negative results leaves open the question of possible covert association and/or possible error in the personnel records. To provide for these contingencies, inquiries which have produced negative results after review of personnel records will be referred to a special contact in the Office of Security [REDACTED], designated by the Director of Security, advising him of the nature and source of the inquiry. [REDACTED] will conduct a search of the Security records which will produce information regarding any past or present association and will convey the information directly to the official who made the inquiry to the Office of Personnel. In the meantime, the Office of Personnel will have notified the official making the inquiry that negative results were produced in the Office of Personnel and that the question has been referred to the Office of Security who will act as indicated above.

6. Under either of the above procedures, we refer only to official inquiries within the Agency. Inquiries from other sources are dealt with within security and operating limitations dependent upon the nature and source of the request and the nature of the association with the individual about whom the inquiry is being made.

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7. With regard to the lack of information in the Personnel files as to the former association of [REDACTED], we believe this deficiency could result from either error in the records of the Office of Personnel or procedures in existence at the time which may have permitted the assignment of [REDACTED] to the Agency following appropriate security clearance without record in the Office of Personnel. We have since learned from official Navy records that [REDACTED] was assigned to GNI during the period 23 January 1946 to 2 May 1947. Only from 2 May 1947 to 7 July 1947 was he detailed officially to the Central Intelligence Group. During this entire period, however, it appears that he was working in CIC.

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[REDACTED]  
Deputy Director of Personnel

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